

## CALIFORNIA CASE MANAGEMENT SYSTEM CERTIFICATION (2002) JUVENILE DEPENDENCY

#	Case Event	Task(s)	Expected Outcome		Function
1.	<p><b>CASE INITIATION</b> 04/09/01</p> <p>Welfare and Institutions Code (WIC) 300 (a)(b)(c) petitions are filed on behalf of Dept. of Children and Family Services by County Counsel Sherman Chang regarding the child Elizabeth Acosta,</p> <p>Operator schedules detention hearing for 04/09/01 at 10:00 a.m. and assigns case to Judge Terrel Bell in Department 02</p>	<p>Initiated a new case with minimal information. Enter the following:</p> <p>Case Name: Elizabeth Acosta, DOB 9/25/90 Charges: WIC 300 (a) (b)(c)</p> <p>Mother's Name: Tareena Acosta-Pepper DOB 8/2/56 21223 West Cloud Drive #6B San Diego, CA 91940</p> <p>Additional minors: Allen Pepper, DOB 10/20/00 Marjorie Pepper, DOB 10/20/00 Charge: WIC 300 (j)</p> <p>Date of filing: 04/09/01</p> <p>Court location: Juvenile Court, Meadowlark, San Diego County</p> <p>Assigned to Judge Terrel Bell in Department 02.</p>	<p>Display case record with minimal information entered</p> <p>Display date of filing.</p> <p>Display geographic location</p> <p>Display courtroom and judge information.</p>	<p>1.2.8</p> <p>1.3.7</p> <p>1.2.2</p> <p>1.2.5</p>	<p>A. Allow cases to be initiated with minimal information.</p> <p>Track date of filing.</p> <p>Track geographic location information.</p> <p>A. Enable assignment of a case to a: a. Judge; b. Courtroom; c. Judge and courtroom.</p>

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#	Case Event	Task(s)	Expected Outcome		Function
		Generate/enter case number.	Display generated/entered case number.	1.2.3	A. Generate/enter a case number according to an administrator-definable format.
		Detention Hearing set for 04/09/01.	Display scheduled date.	1.2.6	A. Automatically schedule the first court event or confirm requested date avoiding weekend or holiday conflicts.
2.	<b>UPDATING CASES</b> 04/09/01  Operator updates case information and marks juvenile cases as confidential.	Generate list of incomplete cases.  Update case information as follows:  <u><b>Elizabeth Acosta:</b></u> Mother: Tareena Acosta-Pepper DOB 8/2/56 21223 West Cloud Drive #6B San Diego, CA 91940 Step-father: Clyde Pepper DOB 9/2/53 21223 West Cloud Drive #6B San Diego, CA 91940 Alleged father: Stan Barnes, AKA: Eddie Barnes DOB & Address unknown Alleged father: Melvin Acosta DOB 6/1/67	Display warning and list of incomplete cases.  Display updated case information  Display first, last and middle names, and suffixes.  Display hyphenated names, aliases, DBAs, proper and corporate names.  Display case index with all	1.2.10  1.2.9  2.3.1	A. Warn when cases are incomplete. B. Track incomplete cases.  Allow cases to be updated with additional information.  A. Provide discrete fields for: a. First name; b. Last name; c. Middle name; d. Suffix (e.g., Sr., Jr., III); e. Date of Birth.  B. Enable data entry of: a. Hyphenated names; b. Aliases (AKAs); c. Doing business as (DBAs); e. Corporate names.  C. Retain all names in the

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		<p>867 Uptown Road La Mesa, CA 91945 2<sup>nd</sup> Address: DBA Acosta Consulting, 468 Horton Plaza, Ste. 234, San Diego, CA 91935</p> <p><b><u>Allen Pepper:</u></b> Mother: Tareena Acosta- Pepper DOB 8/2/56 21223 West Cloud Drive #6B San Diego, CA 91940 Alleged father: Clyde Pepper DOB 9/2/53 21223 West Cloud Drive #6B San Diego, CA 91940</p> <p><b><u>Marjorie Pepper:</u></b> Mother: Tareena Acosta- Pepper DOB 8/2/56 21223 West Cloud Drive #6B San Diego, CA 91940 Alleged father: Clyde Pepper DOB 9/2/53 21223 West Cloud Drive #6B San Diego, CA 91940</p> <p>Enter case as confidential.</p>	<p>names.</p> <p>Display multiple addresses.</p>	<p>2.3.3</p> <p>6.1.2</p>	<p>case index.</p> <p>Enable data entry of multiple addresses for a party.</p> <p>A. Flag cases marked confidential.</p>
3.	<p><b>ATTORNEY INFORMATION</b> 04/09/01</p> <p>Detention hearing held and court appoints attorneys for minors.</p>	<p>Enter the following attorney information: Attorney for children:</p>	<p>Display attorney information.</p>	<p>2.4.1</p>	<p>Enable entry of attorney information in discrete fields for:</p>

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	Present before the Court are County Counsel Sherman Chang, Attorney Remy Serrano; Tareena Acosta-Pepper with Attorney Flint-McMahon; Clyde Pepper with Attorney Karen Li, CPO; Melvin Acosta with Attorney Kris Shaffer, ICO;	<p>Dependency Court Legal Services, Remy Serrano, BAR #11234, 12001 Peachtree St., San Diego, CA 92101, Phone (619) 255-2321, FAX (619) 255-0101 Email: <a href="mailto:rserrano@earthlink.com">rserrano@earthlink.com</a></p> <p>2<sup>nd</sup> Address: Serrano and Maher Associates, 756 Broadway, Ste. 4500, San Diego, CA 91020.</p>			<p>A. First name; B. Last name; C. Middle name; D. Suffix; E. State Bar number; F. Unique identifier. Note: E and F could be the same.</p>
	Operator updates case with attorney information by selecting attorneys using State Bar Association number and last name.	<p>Select the following attorneys and associate their information to the case:</p> <p>Attorney for Tareena Acosta-Pepper: Holly Flint-McMahon, BAR #55123</p> <p>Attorney for Clyde Pepper: Karen Li, BAR #55120, Conflict Parent Office,</p> <p>Attorney for Melvin Acosta: Kris Shaffer</p>	<p>Display multiple addresses, telephone numbers, fax numbers, and email addresses.</p> <p>Display attorney information using State Bar Association number, Unique identifier, Firm's name, Last name.</p> <p>Display attorney association to the case.</p>	<p>2.4.3</p> <p>2.4.2</p> <p>2.4.2</p>	<p>Allow for the data entry of multiple:<sup>1</sup> A. Addresses; B. Telephone numbers; C. Fax numbers; D. E-mail addresses.</p> <p>A. Allow for accessibility of the attorney record using: a. State Bar Association number; b. Unique identifier; c. Name of Firm; d. Last Name.</p> <p>B. Allow an operator to use the State Bar Association number, Unique identifier, Firm's name, Last name to select and associate an existing attorney record to a case rather than reentering attorney information for each</p>

<sup>1</sup> For the purposes of evaluation, multiple means more than one.

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#	Case Event	Task(s)	Expected Outcome		Function
		2 <sup>nd</sup> Attorney for Melvin Acosta: John Williams	Display multiple attorneys' information.  Display type of attorney.	2.3.4  2.4.5	case.  Enable data entry of multiple attorneys for a party.  Track the type of attorney assigned to a case (e.g., private attorney, court-appointed counsel, public defender, etc.).
4.	<p><b>JUDGE RECUSAL, RESCHEDULING, REASSIGNMENT</b> 04/16/01</p> <p>Judge Terrel Bell discovers that his nephew is dating Attorney Kris Shaffer. He decides to recuse himself from the case to avoid a conflict of interest.</p> <p>Operator reassigns case to Judge Larry Ho, in Department 21. The operator schedules pre-trial hearing for 04/30/01. But Department 21 has a 3 case limit. Operator over schedules in Department 21.</p> <p>Supervisor overrides preset limit and schedules hearing for 04/30/01 in Department 21.</p>	<p>Enter judicial officer's recusal and reason for recusal.</p> <p>Retrieve Judge Larry Ho's information and reassign case.</p> <p>Retrieve resource information for courtroom and preset limits.</p> <p>Over schedule case in courtroom.</p> <p>Override preset limit and schedule date for hearing.</p>	<p>Display judicial officer's recusal and reason for recusal.</p> <p>Display scheduled judge, courtroom and preset limits.</p> <p>Display warning of over scheduling.</p> <p>Display override capability and scheduled date.</p>	<p>4.1.5</p> <p>4.1.1</p>	<p>A. Track a judicial officer's recusal in a case, and reason for recusal.</p> <p>A. Allow scheduling of hearings based on: a. Resource availability of: 1. Judge; 2. Courtroom; 3. Judge and Courtroom; b. Preset limits.</p> <p>B. Warn of over scheduling.</p> <p>C. Allow an operator with the appropriate security level to manually override preset limits.</p>

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5.	<p><b>ERRONEOUS CASE NUMBERS</b> 04/16/01</p> <p>(Please note that this event has no relationship to the case that was initiated earlier.)</p> <p>Operator's additional duties include transferring information from paper case files into the electronic case management system.</p> <p>After recording information from the paper file, while trying to save the information, the operator gets a warning that the case number entered into the CMS was erroneous. Operator does not have authority to override warning. Supervisor overrides the warning and enters the correct case number.</p>	<p>Enter the erroneous number for the case.</p> <p>Override warning and enter correct case number.</p> <p>Generate an audit trail of all overrides.</p>	<p>Display the erroneous case number.</p> <p>Display the warning. Display corrected case number.</p> <p>Display audit trail of case number overrides.</p>	1.2.4	<p>A. Include a mechanism for correcting erroneously assigned case numbers with a warning to prevent errors and duplicate case numbers.</p> <p>B. Maintain an audit trail on case number overrides.</p>
6.	<p><b>REGISTER OF ACTIONS &amp; SUBSTITUTION OF ATTORNEY</b> 04/17/01</p> <p>Operator updates case record by entering</p>	<p>Enter the following:</p>			

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#	Case Event	Task(s)	Expected Outcome		Function
	<p>corrections/amendments to Elizabeth Acosta and Tareena Acosta-Pepper's information.</p> <p>Clyde Pepper substitutes Attorney Vivian Gehry for Karen Li.</p>	<p>For Elizabeth Acosta: Strike WIC 300 (b) charge. Add middle name 'Rene'</p> <p>For Tareena Acosta-Pepper: Change address to: 21200 West Cloud Drive, #6b, San Diego, CA 91940</p> <p>Generate the Register of Actions.</p> <p>Retrieve Attorney Vivian Gehry's information and associate it with Clyde Pepper and the case.</p> <p>Generate attorney history information for Clyde Pepper.</p>	<p>Display the Register of Actions.</p> <p>Display attorney information and the association with case.</p> <p>Display attorney history information for the party in the case.</p>	<p>2.3.9</p> <p>2.4.2</p> <p>2.4.4</p>	<p>Generate the Register of Actions.</p> <p>B. Allow an operator to use the State Bar Association number, Unique identifier, Firm's name, Last name to select and associate an existing attorney record to a case rather than reentering attorney information for each case.</p> <p>Allow for maintenance of a history of attorneys representing a party in a case.</p>
7.	<p><b>FILE LOCATION</b> 04/18/01</p> <p>Melvin Acosta's administrative assistant requests case file for viewing at the counter. Operator finds that the file is located in Department 21 with Clerk Kathy Wells.</p>	<p>Retrieve case file location and possession information.</p>	<p>Display file location and possession information.</p>	6.1.1	<p>Track case file:</p> <p>A. Location;</p> <p>B. Possession (name of person who has it).</p>

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#	Case Event	Task(s)	Expected Outcome		Function
	As it is a juvenile case (confidential) and Acosta's assistant is a member of the public, he/she does not have access to the case file information.	Retrieve flag information.	Display flag.	6.1.2	A. Flag cases marked confidential.
8.	<b>REPRINTS &amp; ADD ONS</b> 04/18/01  (Please note that this event has no relationship to the case that was initiated earlier.)  Party James Johnson appears at Department 15 expecting his case to be heard.  Operator looks at calendar and sees that case is not on calendar.  Operator checks with the supervisor and determines that the case should have been scheduled on calendar and adds it on.	Retrieve calendar information for 04/18/01 (without Johnson's case on calendar)  Enter Johnson's case on calendar.	Display calendar.  Display related section of the calendar with add-on.	5.3.2	Allow operator to: A. Reprint selected portions of a calendar;  B. Print add-ons without reprinting the entire calendar.
9.	<b>PRETRIAL CONFERENCE AND RESCHEDULING</b> 04/30/01  Attorney Gehry requests pretrial to be postponed and	Enter scheduled date.	Display scheduled date.	1.2.6	A. Automatically schedule the first court event or confirm



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#	Case Event	Task(s)	Expected Outcome		Function
	held on 05/05/01. Operator schedules pretrial conference for 05/05/01.		Display scheduled date and warning of weekend conflict.		requested date avoiding holiday and weekend conflicts.
	Supervisor overrides warning and schedules hearing for 05/05/01.	Override warning and schedule date for hearing.	Display override capability and date.		C. Warn of holiday and weekend conflicts.
	By mistake operator assigns case to Judge Bell, since he works on weekends. Since no judge is available on the weekend, operator keeps the assignment with Judge Ho at Department 21 and schedules it for 05/07/01. Operator also schedules adjudication hearing for 05/09/01.	Enter assignment information.	Display warning of unavailability of recused judicial officer.	4.1.5	B. Allow an operator with the appropriate security level to manually override scheduled dates.
	Duration for pretrial is expected to be 3 hours and for the adjudication hearing it is expected to be 1 day.	Enter duration information.	Display duration information.	5.1.4	B. Warn operator when an attempt is made to subsequently calendar that case for the same recused judicial officer.
		Generate duration information on calendars.	Display calendar with duration.		A. Allow for the data entry of a user-defined duration for a scheduled event. B. Allow for the display of the user-defined duration on calendars.
	Operator generates notices regarding pretrial conference and adjudication hearing for all parties.	Generate notices for pre-trial hearings.	Display notices.	4.1.3	Allow an operator to generate: A. A notice to appear to selected parties;

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#	Case Event	Task(s)	Expected Outcome		Function
	In the notices, operator includes instructions for parties to check-in at the courtroom.		Display notice with instructions and milestone dates relevant to the case.	1.2.7	B. Other user-defined notices or documents to selected parties.  Generate a notice with instructions and milestone dates relevant to the case.
10.	<b>COURTROOM EVENT</b> 05/09/01  Adjudication hearing. Present are: Judge: Larry Ho; Court Reporter: Roberta Rose Clerk: Kathy Wells. County Counsel Sherman Chang, Attorney Remy Serrano; Tareena Acosta-Pepper with Attorney Flint-McMahon; Clyde Pepper with Attorney Vivian Gehry, CPO; Melvin Acosta with Attorney Kris Shaffer, ICO; Interpreter: Anna Mokato  Anna Mokato needs a wheel chair.	 Generate minute order forms.  Enter the appearances of Judicial officers, Clerks, Reporters, Attorneys, Interpreters, Parties,  Retrieve reporter Roberta Rose' information.  Enter flag for party with description: <i>Requires Portuguese Language interpreter.</i>  Name of interpreter: <i>Anna Mokato</i>	 Display minute order forms.  Display record of appearances.  Display reporters' information.  Display flag and description.	 4.4.2  5.1.1  5.1.2  4.1.6	 Generate minute order forms.  Track the appearances of: A. Judicial officers; B. Clerks; C. Reporters; D. Attorneys; E. Interpreters; F. Parties.  Track reporters' information: A. Name; B. Business address; C. Certified Shorthand Reporter license number.  A. Allow operator to set an indicator or flag with description of special need, for a party which requires: a. An interpreter; b. Accommodation for persons with disabilities; c. Other special needs.

#	Case Event	Task(s)	Expected Outcome		Function
		Enter flag and description information.	Display flag and description.  Display flag on calendars and court room screens.		B. Allow for the flags to be displayed on: a. Calendars for court staff only (not for the public); b. User-defined (e.g., courtroom) screens.
	Exhibit 1, EC (Evidence Code) 730 report and exhibit 2, a 6"X4" photograph are identified, Marked, Admitted/Entered, Recorded and Stored;  Exhibit 3, a restaurant receipt is Returned, and Exhibit 4, a Pooh Bear blanket is Refused.	Track, on exhibit lists, exhibits that are: Identified with physical description, Marked, Lodged, Admitted or Refused, Withdrawn, Returned, Recorded/Entered; Stored;	Display exhibit status information on exhibit lists.	6.2.1	Track on exhibit lists, exhibits that are: A. Identified with physical description; B. Marked; C. Returned; D. Received (Admitted/Entered) or Refused; E. Recorded; F. Stored;
		Enter the following:  Exhibit ID: Generated by the application. Case Number: Generated earlier by the application. Party: Department of Children and Family Services Attorney: Sherman Chang Exhibit type: Document Exhibit Description: EC 730 report - Psychological evaluation by Dr. Abe Goldman Location: Department 21 Person holding the exhibit: Clerk Kathy Wells.	Display the exhibit information listed in 6.2.2.	6.2.2	Track data elements for: A. Exhibit identifier; B. Case Number; C. Party; D. Attorney; E. Exhibit type; F. Exhibit description; G. Location; H. Name of person holding exhibit.

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#	Case Event	Task(s)	Expected Outcome		Function
		<p>ADD OTHER EXHIBITS:</p> <p>Exhibit ID: Generated by the application. Case Number: Generated earlier by the application. Party: Department of Children and Family Services Attorney: Sherman Chang Exhibit type: Photograph Exhibit Description: 6" X 4" Photograph taken at Griffith Park depicting respondent and his family. Printed at A1 Express Photo on La Cienega Blvd. Location: Department 21 Person holding the exhibit: Clerk Kathy Wells.</p>			
	<p>Reporter Roberta Rose has a mild heart attack and is taken to the Emergency Department.</p> <p>The hearing is recorded on digital audiotape no. 353DAT.</p> <p>Disposition: Petition is sustained and children are declared dependents of the court under WIC 300 (b) and (d). Children are suitably placed. Family Reunification Services are ordered. Monitored visitation for all</p>	<p>Enter audio recording information in compliance with Rule of Court 980.5</p> <p>Enter order information.</p>	<p>Display audio recording information in compliance with Rule of Court 980.5</p> <p>Display orders.</p>	<p>5.1.7</p> <p>2.5.1</p>	<p>Enable compliance with Rule of Court 980.5 for audio recording of courtroom procedures.</p> <p>Track: B. Orders;</p>

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	parents. Children are ordered to be in individual counseling. Parents are ordered to participate in drug testing and parenting classes. Child, Elizabeth-Acosta's whereabouts are unknown and the court orders a Protective custody warrant issued forthwith. Set for first 6-month judicial review.	<p>Enter warrant information.</p> <p>Name of Child: Elizabeth Acosta  Warrant Number:  Issuing authority: Judge Larry Ho, Juvenile Court Meadowlark, Superior Court of San Diego  Bail amount: \$0  Date of issue: 05/09/01  Address (Last Known address of Child):  DOB: 09/25/1990  Sex: F  Hair: Pink  Eyes: Blk  Ht.: 4'-11"  Wt.: 90 lbs.  Race: Potuguese- American  ID Nos: SS # 867-99-0854</p> <p>Special Condition flags:  No Night service,  Do not release on own recognizance</p>	<p>Display warrant information.</p> <p>Display warrant history/status information.</p>	<p>5.1.8</p> <p>5.1.9</p>	<p>Enable data entry of warrant information including:  A. Name;  B. Warrant number;  C. Issuing Authority;  D. Bail Amount;  E. Date of Issue;  F. Address;  G. DOB;  H. Sex;  I. Hair;  J. Eyes;  K. Height;  L. Weight;  M. Race;  N. Identification numbers.</p> <p>A. Enable data entry of warrant history/status information:  a. Issued;  B. Flag special conditions, such as:  b. Night service;  c. Do not release on OR</p>
	Clerk schedules 6-Month Review for 11/09/01; and the 12-Month Review for 05/09/02 in the system. Set milestone dates for each child's case based on the pre-	<p>Set up tickler mechanism for the review dates.</p> <p>Generate notices.</p>	<p>Display tickler mechanism.</p> <p>Display notices.</p>	<p>2.2.3</p> <p>4.4.1</p>	<p>Provide a tickler mechanism.</p> <p>A. Generate user-defined notices to appropriate parties and counsel upon:  a. Scheduling or rescheduling of a hearing;  b. When triggered by related</p>

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#	Case Event	Task(s)	Expected Outcome		Function
	<p>set business rules. Since Elizabeth is over the age of 3, parents have 12 months to reunify with Elizabeth. Since Marjorie and Allen are under the age of 3, parents have 6 months to reunify with Marjorie and Allen.</p> <p>At the request of Melvyn Acosta, Court orders the joint financial statement with Tareena Acosta-Pepper from Pimco Investments, dated 03/05/01, confidential for a period of one year.</p> <p>Court also orders EC 730 report, the psychological evaluation by Dr. Abe Goldman sealed until further notice.</p>			5.1.9	<p>case events.</p> <p>B. Allow users to select case notices by description for the function being executed.</p> <p>C. Track paper warrants' numbers that were executed but not returned for filing.</p>
11.	<p><b>VALID TRANSACTION DATE</b> 05/10/01</p> <p>Operator enters transaction date as 20/05/01 in error.</p> <p>Operator enters transactions back dated to 05/09/01 and has security level to enter such transactions.</p>	<p>Enter erroneous date.</p> <p>Enter past effective date (back date).</p>	<p>Display transaction date.</p> <p>Display current entry date, past effective date.</p>	2.1.2	<p>A. Validate transaction date.</p> <p>B. Allow an operator with the appropriate security level to enter transactions with current entry date, past effective date, or future effective date (excluding filing and financial transaction</p>

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#	Case Event	Task(s)	Expected Outcome		Function
	Operator retrieves due and overdue events.	Generate audit trail.  Retrieve due and overdue events.  Retrieve the respective case records.	Display the audit trail.  Display the due and overdue events.  Display the respective case records.	2.2.2	effective dates).  C. Maintain an audit trail of operator transaction date entries.  A. Identify and display a list of cases with due and overdue events. B. Provide access to the respective case records.
12.	<b>CONFIDENTIAL AND SEALED RECORDS</b> 05/11/01  Attorney George Williams requests a copy of the joint financial statement from Pimco Investments dated 03/05/01 and the EC 730 report, the psychological evaluation by Dr. Abe Goldman.	Retrieve confidential and sealed status of records.	Display the confidential and sealed status of records.	2.5.4	A. Restrict access to confidential records. B. Restrict access to sealed records.
13.	<b>ADOPTION</b> 05/15/01  Aunt Lucy Lou Daley files application for adoption of Marjorie and Allen Pepper.  Hearing set for three weeks in the future.	Generate/enter case number.  Retrieve hearing information.	Display case number.  Display future scheduled hearings.	1.2.3  5.1.4	Generate/enter a case number.  Before closing the case the application should identify: A. Future scheduled hearings;

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14.	The hearing is held and the adoption is granted. Order for Adoption is signed and filed.				